

Travel Tips

Before you go

- Know as much as you can about the country you're visiting. Talk to people who've been there. If necessary, call the Department of Foreign Affairs' safe travel information line at 1-800-267-6788 or visit its website at www.dfa-it-maeci.gc.ca.
- Check the expiry date on your passport. Make sure it will be valid well beyond your travel date. Find out if you need a visa from the country that you're visiting.
- Make photocopies of your passport showing its serial number. Leave one copy with your office and the other at home. If your passport is lost or stolen, this will make it easier to get a temporary replacement.
- Ask your office not to advise strangers that you are travelling. This could help protect your family and/or your unattended home.
- Pack your own bags and be familiar with their contents. They must be under your constant supervision. Ensure all luggage is marked with your name and business address.
- If you have prescription drugs, make sure they are kept in their original containers showing name of drug, date prescribed and name of physician. Some countries have zero tolerance for illicit narcotics and controlled drugs.
- Use credit cards or travellers' cheques rather than carrying a lot of cash. Call your credit card company to confirm that their card will be honoured in your country of destination.

At the airport

- Be honest with customs/immigration officials; declare all items as required.
- Do not joke about hijackings or bombings particularly when going through pre-board security screening. It is against the law.
- When walking out of airport terminals, beware of luggage thieves and irregular (private cars) taxi cabs; protect your luggage.
- If you must present your identification, ensure that it is returned to you. Make sure you look at the actual document to ensure you don't receive someone else's by mistake.

When travelling...

- Avoid carrying a bulky wallet or purse. Keep your purse closed at all times and carry it on the inside, away from the curb. Carry cash in a money belt or front pocket where it is harder to 'pick.' Don't display expensive jewellery.
- Never accept parcels or letters from strangers.
- Unless local laws require you to carry a passport, store your passport, tickets, any immigration documents, and currency for any airport departure tax in your hotel's safety deposit box.
- Check your hotel room immediately. Make sure the door locks and the telephone works. Keep your room key with you at all times. Don't answer the door if you cannot verify the caller's identity.
- Respect the laws of the country. Be polite with security officials and the public. If you're in doubt about whether something is legal, don't do it!
- With a vehicle, observe good safety and security practices. In most cases it's safer to use a taxi. If you must rent a car, know the local driving regulations.
- Unless the full circumstances are known, be cautious when meeting individuals alone.
- If you happen upon a public demonstration of any kind, turn back and walk away. If feasible take a cab to your hotel.
- Avoid excessive drinking, isolated areas and "red light" districts.
- Do not buy, sell or exchange anything, especially money, on the black market.
- If in trouble, do not sign any police or court-related document without consulting local Canadian diplomatic officials.
- Is something wrong or unusual? If so, call local Canadian diplomatic officials. In extreme cases where they cannot be reached, call Emergency Consular Services in Ottawa at (613) 996-8885.

Office of the Registrar General
Ministry of Consumer and Business Services
P. O. Box 4600
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Thunder Bay, ON P7B 6L8
Tel: 1-800-461-2156 (in Ontario)
Tel: (416) 325-8305 (in Toronto)
www.cbs.gov.on.ca

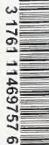
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identity

your identity = your freedom

let's keep it safe

What you should know
about Ontario birth
certificates before
you travel.

Visit www.cbs.gov.on.ca

Planning to travel?

Whether you're travelling on business or on vacation, the Ontario government wants your trip to be enjoyable, successful and safe.

To protect your safety, privacy and freedom, we've made changes to the rules for birth certificates and other vital documents — the types of documents you'll need when applying for a Canadian passport. It's part of our strategy to fight identity theft — and to help our law enforcement agencies fight crime and terrorism.

We've created this brochure to explain the new rules for getting a birth certificate in Ontario, and to give you other helpful tips for safe travel.



Do you need an Ontario birth certificate?

Your travel agent can best advise you of the identification required for your destination. If you need to order identification documents, please ensure you have enough time to obtain the required identification (i.e. four to six weeks).

If you need an Ontario birth certificate, please be advised that the rules have changed. They're tougher... and more secure. These changes include:

- The form you use to request a birth certificate now requires the signature of a guarantor — a Canadian citizen in an approved profession (such as a judge, teacher, police officer, mayor, lawyer or pharmacist) who has known you for at least two years.
- Ontarians may now only have one birth certificate at any one time. In the past, it was possible to order a second copy of a birth certificate without cancelling the first one (e.g., separated parents could each have a copy for their child). To protect Ontarians, this is now only possible upon application to the Office of the Registrar General and in exceptional circumstances.
- To stop fraud and identity theft, you now have to report a lost, stolen, destroyed or found birth certificate right away. This information will be shared with other government agencies, such as the federal passport office and law enforcement officials.
- Lost or stolen birth certificates will be deactivated immediately, to reassure you that your lost or stolen certificate cannot easily be used by someone else.
- Those who misuse birth certificates or provide false information on applications will face significant fines and possible jail terms.

Will this make the application process harder?

As long as the new requirements are met, you will still be able to get same-day services in most cases.

Should I carry my birth certificate with me when I am travelling?

Depending on your travel destination, you may be required to carry your identification documents with you at all times. Your travel agent will be able to advise you on the requirements for your trip. However, your birth certificate is a valuable document and when you are not travelling, it should **not** be carried in your wallet or purse. Please store your birth certificate — along with all your other vital documents — in a safe location. On the rare occasion when you do need to carry it, treat it as you would your passport.

What should I do if my birth certificate is lost or stolen?

If you have lost your birth certificate, report it to the Office of the Registrar General immediately by calling the number on the back of this brochure. They will deactivate your birth certificate to prevent others from using it illegally.

How do I obtain a new birth certificate form if I don't have one?

Applications by fax or mail

If you need a birth certificate, a certified copy of a birth registration, or a search for a birth record, you can download the new application form from the Internet at www.cbs.gov.on.ca or call 1-800-461-2156 or (416) 325-8305. You must complete the applicant's part of the form and find a guarantor who will complete the guarantor's portion of the application form.

You can pay by credit card, cheque, or money order. Please mail your application and payment to P.O. Box 4600, 189 Red River Road, Thunder Bay, ON P7B 6L8.

If you're paying by credit card, you can also fax your application to (807) 343-7459.

Applications in person

You can apply in person at any one of 15 over-the-counter service locations throughout Ontario. To find one of the over-the-counter service locations, visit our website or call the 1-800 number for details.

